
THE CONSTITUTION OF THE UNIVERSITY OF MANITOBA

CHAPTER OF SAE INTERNATIONAL (UMSAE)

September 2011

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I. NAME

The name of this organization shall be the "University of Manitoba Chapter of SAE International (UMSAE)"

II. PURPOSE

The purpose of this organization is to provide its members with opportunities to gain professional skill development, leadership, and experience, through support of the design and construction of vehicles for the SAE International (SAE) Collegiate Design Series competitions.

III. MEMBERSHIP

Both graduate and undergraduate students attending the University of Manitoba are qualified to be members of this organization. Students from other educational institutions may be members at the discretion of the Executive Committee. Only U of M students can hold membership voting rights. At least two thirds of UMSAE members must be U of M students.

A. DUES

Branch Dues shall be set by the Executive Committee each year in August. Members are responsible for obtaining their own SAE International memberships and must show that they have that membership by 15 December each year. The cost of an SAE International membership is set by SAE International each year. Associate UMSAE Membership dues will normally be \$10 per year.

B. MEMBERSHIP REQUIREMENTS

All members of UMSAE must conduct themselves in a professional manner when participating in UMSAE activities. A recognized UMSAE member must:

- a. Be enrolled as a student in any Post Secondary program.
- b. Pay for membership one month after commencing activities in UMSAE or by 1 October, whichever is later.

C. DEFINITION OF A MEMBER IN GOOD STANDING

Members may participate in any of the following functions:

- a. Executive/Directorship
- b. UMSAE Member
- c. Associate Member

Note: A Member's classification can change if they are elected or decide to attend/not attend a competition.

The following sections outline the duties for each function, fulfillment of which maintains the Member in good standing.

- a. Executive/Directorship
 - must fulfill officer role as outlined in the constitution
 - should normally participate in the following UMSAE activities :
 - Wine and Cheese
 - Sponsorship Tour

- Outreach to students and sponsors
- Bi-annual cleanup of all UMSAE controlled areas
- Applicable administrative duties
- Annual membership drive
- must contact a minimum of two companies by January 15.

b. UMSAE Member

- must contribute to the organization to a level deemed acceptable by their respective Team Leader(s) or Executive
- should normally participate in the following UMSAE events :
 - Wine and Cheese
 - Sponsorship Tour
 - Outreach to students and sponsors
 - Bi-annual cleanup of all UMSAE controlled areas
 - Annual membership drive
- must contact a minimum of two companies by January 15.

c. Associate Member

- will not be recognized by SAE International, cannot participate in any SAE International events, and cannot serve on the Executive Committee
- can participate in all other normal Branch Activities.

D. GROUNDS FOR EXPULSION OF A MEMBER FROM UMSAE

- a. Misuse of UMSAE property and/or The Faculty of Engineering trailer (see Appropriate Use of UMSAE Property)
- b. Member is deemed to be not in good standing (see Definition of Member in Good Standing)
- c. Member is deemed, by Executive Committee, to be disruptive or damaging to the well-being of UMSAE

E. EXPULSION OF A MEMBER

Should there be clear grounds for removing a member from UMSAE, the following steps must be taken for the final dismissal:

- a. The Chair will ask the Advisor to talk with the person
- b. The Chair will write a letter on behalf of the Executive
- c. Person will have one week to respond in writing and has the right to discuss the matter with the Advisor and a third party (a Professional Engineer or an appropriate faculty member). The Advisor then makes a recommendation to the Executive Committee.
- d. The Executive will have a secret ballot vote at the next Executive Meeting
- e. A one page report must be written by the UMSAE Chair, stating clearly the reasons for removal. This should include all relevant facts.
- f. This report is to be presented to all Officers at a regular Executive Meeting.
- g. A secret ballot vote must be taken by the Executive and Directors to approve a dismissal. This requires a two-thirds majority.
- h. If a dismissal is approved, the Chair and the Faculty Advisor will sign a letter to the Member advising of the expulsion and the reasons for doing so.

If a member is removed:

- a. The Member's UMSAE membership fee will be returned
- b. If a Member is in possession of any UMSAE property, it must be returned immediately.
- c. The Member must return any keys to UMSAE facilities.
- d. The Member will remove all personal possessions from UMSAE.
- e. The Member will no longer be permitted access to UMSAE facilities and those entrusted to the care of UMSAE.

IV. OFFICERS

A. STRUCTURE

The Executive Committee shall consist of:

- a. Advisor
- b. Chair
- c. Vice-Chair
- d. Secretary / Treasurer
- e. Sponsorship / Fundraising

Directorship positions shall consist of:

- a. Team Leaders
- b. Publicity
- c. Computer Administration / Web Page Management
- d. UMES Representative

B. CONDUCT OF THE OFFICERS (EXECUTIVE AND DIRECTORSHIPS)

The Officers are responsible for organizing and leading all Branch activities, including fund raising, promotional events, and administrative duties. All Executive Committee Officers must be aware that they represent the University of Manitoba and the Executive Committee to the University and outside community. They must present themselves and conduct all activities in a professional manner.

C. EXECUTIVE COMMITTEE RESPONSIBILITIES

- CHAIR: - Will assume responsibility for the general well-being of UMSAE and its membership, presiding over Branch Meetings as required by the Constitution, setting the agenda for all Meetings and circulating them in advance. The Chair is responsible for overseeing fundraising and any required liaisons between the Branch and the community (i.e. responsible for external affairs of the Branch). The chair is also responsible for ensuring that all Directors and Executive Officers are fulfilling their duties as required by this Constitution. Furthermore, the chair will be accountable for the overall financial viability of the organization, and is responsible for good communication with the Secretary/Treasurer, the Sponsorship/Fundraising Director, and the Faculty Advisor.

- VICE-CHAIR: - Will assume the responsibilities of the Chair should the Chair be unable to perform his/her duties. Also responsible for organizing all social activities held by the Branch. The Vice-Chair is also responsible for ensuring that all Executive Officers and Directors are performing their respective duties and is responsible for resolving any internal conflicts of UMSAE, whether it be on a personnel basis or resource basis. The Vice-Chair is also responsible for the communication between UMES Representative, Publicity Director, and Computer Administration/Web Page Maintenance Director.
- SECRETARY / TREASURER: - Will take minutes for all meetings. Will organize any function relating to membership and maintain all records for the Branch (ie: membership dues, membership lists, contact info). Will also assume all financial duties for the Branch. Financial duties include: responsibility for monitoring each Team's financial Budget, joint signing authority for all accounts (Internal, Endowment Fund, and Design), any paperwork requiring deposit or disbursement of funds must be properly submitted and processed in due course by the Treasurer. Will advise the Executive Committee of the Branch's financial standing at all Executive Committee meetings.
- SPONSORSHIP / FUNDRAISING: - Will be responsible for the planning, organization and execution of all efforts to raise funds in the University, Industry and Community to support vehicle design and construction, and other Branch activities. This will include planning and/or overseeing the annual sponsorship tour, design review(s), Wine and Cheese, and any other events as required by the Executive Committee. Furthermore, the Sponsorship Director must oversee the UMSAE Sponsorship Package, coordinate any changes thereto, and see to it that all obligations to the sponsors are fulfilled by UMSAE in a timely fashion.

D. DIRECTORSHIP OFFICERS RESPONSIBILITIES

- TEAM LEADER: - Will be responsible for the well-being and progress of the vehicle. The Team Leader is to ensure that the design and construction of the vehicle is on schedule and that team members are performing their respective tasks. The Team Leader will also report team activities and progress to the Executive Committee. Team Leaders are responsible for presenting an itemized budget detailing their respective team's financial requirements to the Executive Committee for approval at the annual Budget Meeting.
- PUBLICITY: - Will be responsible for raising public awareness of UMSAE through the media and public related communications. This includes the creation and distribution of all Branch Newsletters and assistance with the web page. He or she is also responsible for promoting UMSAE and the sponsors.
- COMPUTER ADMINISTRATION / WEB PAGE MANAGEMENT: - Will be responsible for ensuring that UMSAE computing facilities are in an operational condition. He or she is also responsible for updating the Web Page as required by the Executive.
- UMES REPRESENTATIVE: Will present UMSAE's interests at all UMES Meetings. He or she will also report on UMES's activities and decisions to the UMSAE Executive Committee at the Executive Meetings. He or she will also be responsible for participating in fundraising activities internally at the University. He or she is inherently required to attend a majority of UMES Meetings and if in the event he or she is unable to attend shall seek an Executive or Directorship Officer to attend in their place.

E. ELECTION OF EXECUTIVE OFFICERS

- a. The election will take place every February.
- b. All nominations for an Executive Committee Officer position will be submitted to the Faculty Advisor.
- c. No person can possess more than one vote on the Executive Committee. Multiple positions may be held on the grounds that there are no volunteers at the annual elections, or until October 1 of the same year.

- d. All nominated and Executive Committee officers of the Branch must meet the minimum requirements of good academic standing (normally a sessional 2.5 GPA). GPA status will be submitted to the Faculty Advisor during nomination.
- e. Candidates for the position of Chair must have at least one year of experience in an UMSAE Executive Committee Officer or Directorship position.
- f. The Executive Committee Officers shall be elected by a majority vote at a General Meeting of the Branch.
- g. Officers thus elected will normally take office during the summer.
- h. In the event that there are insufficient members in attendance at the General Meeting for the election of Executive Committee Officers, the Faculty Advisor and current Executive Committee Officers can select the Executive Officers from a group of volunteers.

F. APPOINTMENT OF DIRECTORSHIP POSITIONS

- a. The appointments of the Directorships will take place following the Executive Committee Officer elections.
- b. Nominations for Directorship positions must be submitted to the Faculty Advisor. Prospective Team Leaders are exempt from the nomination process.
- c. The Executive Committee Officers shall elect Directorship Officers by a majority vote at an Executive Committee Meeting.
- d. All nominated Team Leaders of the Branch must meet the minimum requirements of good academic standing (normally a sessional 2.5 GPA). GPA status will be submitted to the Faculty Advisor during nomination.
- e. All elected Team Leaders shall normally have been an *active* member of the same team in a prior year with the exception of the initiation of a new project.
- f. Team Leaders are exempt from appointment by the Executive Committee. The acting Executive Committee shall appoint new Team Leaders on the recommendation of the current Team Leader of each respective team. Current Team leaders may base their recommendation on a majority vote of team members, or by direct selection as they see fit.

G. PLEDGE OF AN OFFICER (EXECUTIVE OR DIRECTORSHIP)

Once an Officer is elected to his or her position, a pledge must be signed to finalize the recognition of the Officer. This pledge will state that the elected Officer intends to fulfill his or her obligation and responsibilities to the fullest extent and upon failure to do so, the officer will resign on his or her own volition. Such responsibilities shall also include upholding UMSAE constitutional GPA requirements throughout the academic year. It is also to be understood that an Officer will be assisted by other Officers if the Officer is having difficulties.

H. GROUNDS FOR THE REMOVAL OF AN OFFICER (EXECUTIVE OR DIRECTORSHIP)

An Officer will be removed from office and may be expelled as a Member if he / she:

- a. had misrepresented his or her credentials during the election and term in office.
- b. is unable to fulfill his or her obligations and responsibilities.
- c. has acted in an unprofessional manner - this case will be held in confidence in the Advisor's Office
- d. is having academic difficulties - after attempts have been made to assist this Officer, or
- e. has abused his or her authority.

I. REMOVAL OF AN OFFICER (EXECUTIVE OR DIRECTORSHIP)

Should there be clear grounds for relieving an Officer from his or her position, the following steps must be taken for the final dismissal:

- a. The Chair will ask the Advisor to talk with the Officer
- b. The Chair will write a letter on behalf of the Executive
- c. The Person will have one week to respond in writing and has the right to discuss the matter with the Advisor and a third party (a Professional Engineer or an appropriate faculty member). The Advisor then makes a recommendation to the Executive Committee.
- d. The Executive Committee will have a secret ballot at the next Executive Meeting
- e. A one page report will be written by the UMSAE Chair, stating clearly the reasons for removal. This should include any relevant facts.
- f. This report is to be presented to all Officers at a regular Executive Meeting.
- g. A secret ballot vote must be taken by the Executive to approve a dismissal. This requires a two-thirds majority.
- h. If a dismissal is approved, the Chair and the Faculty Advisor will sign a letter to the Member advising of the dismissal and the reasons for doing so.

Should an Executive Officer be dismissed from his or her position, the Executive Committee is free to hold elections for the position. If a Directorship Officer is removed, applications for the position will be taken. Should a Team Leader be dismissed, the Faculty Advisor shall be the interim team leader until such time another leader is elected or appointed.

V. FACULTY ADVISOR

The Branch will, at all times, have a Faculty Advisor that is selected by the Dean of Engineering. It shall be the Advisor's responsibility to consult with the Executive Committee Officers on all matters pertaining to SAE International, Branch policies, and the Faculty of Engineering as required. The Faculty Advisor has joint signing authority on all financial accounts maintained by the Executive Committee Treasurer.

VI. MEETINGS

A. TYPES OF MEETINGS

EXECUTIVE COMMITTEE MEETINGS will normally be held bi-weekly. They will be attended by all officers. Any Member may listen in, with the exception of a meeting when the removal of an Officer or Member is being considered. All UMSAE matters that require a vote will be done so at these meeting. All Officers have the right to vote at this meeting. However, if the Executive Committee feels that a vote on a particular issue requires more input then the vote can be taken to a General Meeting. This meeting will include:

- a. Chair Report
- b. Secretary Report
- c. Treasurer Report
- d. Fundraising
- e. Events
- f. Old Business

- g. New Business
- h. Team Reports

At least six (6) voting members (Faculty Advisor, Executive Officers, and Team Leaders) must be present at the meeting for a quorum.

A GENERAL MEETING will occur at least twice a year, normally at the beginning of each term. Other General Meetings may be called by the Chair, Faculty Advisor or at the petition of any 10 Members in Good Standing. All U of M students are welcome to attend these meetings unless the Meeting is for a specific UMSAE issue. UMSAE Executive meetings, including all executives and directors, will be held at least once a month during the academic year.

To carry out a vote at a General Meeting:

- a. An Executive officer must make a motion to move the vote to a General Meeting
- b. This motion must be seconded by another Executive Member
- c. The motion goes to vote and must pass with a majority. In the event of a tie, the Faculty Advisor will cast the deciding vote.

The following committee members will have a vote in Executive decisions:

- Elected Officers including Chair, Vice-Chair, Secretary Treasurer, and Sponsorship Director.
- Each Team Leader has a vote. In the case where more than one person assumes the role of Team Leader, each team can possess only 1 vote.
- A proxy may vote on behalf of an absent Team Leader. The absent Team Leader must notify the Executive of their regrets 24 hours before the meeting takes place. The proxy must be a member of the respective team.

VII. BUDGET

CREATION AND ENACTMENT

- a. Each Team Leader is responsible for submitting a preliminary budget to the Treasurer at least three (3) days prior to the Annual Budget Meeting. The compiled preliminary budget should be circulated by the Treasurer to all UMSAE members before the Annual Budget Meeting takes place.
- b. The Annual Budget Meeting will be held during an Executive Meeting.
- c. The general budget shall be duly itemized to the satisfaction of the Executive.
- d. The approval of the budget and any amendments thereto requires two-thirds (2/3) majority vote at an Executive Meeting.
- e. A definite sum of money must be specified in any amendment to the budget.

OPERATION

- a. All expenditures are required to be authorized by an approved Purchase Order (PO) form.

- b. In order for a Purchase order to be complete it must include the cost of purchase, current date, and appropriate budget line. In order to be approved the PO must be completed and include the signatures of: the corresponding Team Leader, the Treasurer or Chair, and the Faculty Advisor.
- c. Each Team Leader will be allowed an operating budget for urgent, non-budgeted, expenses. The total allotment for the operating budget will be \$200 per team. There will be no reimbursement for expenditures totaling more than the \$200 limit.
- d. All purchase orders submitted to the Chair or Treasurer are to be rejected or signed and forwarded to the Faculty Advisor within 48 hours of submission. During this time the Chair or Treasurer may review the expenditure and confirm it's allotment within a budget line

VIII. APPROPRIATE USE OF UMSAE PROPERTY

Property of UMSAE is defined as any property purchased with UMSAE funds or donated to the Branch. UMSAE property includes rooms entrusted to the care of UMSAE (includes Rooms 589 and 210 of The Engineering Building #1 and includes any future space that may be granted to UMSAE). Other items such as The Faculty of Engineering trailer are also included. Any violation of the following rules for the appropriate use of UMSAE property is grounds for expulsion from UMSAE.

A. PROPERTY IN GENERAL

- a. UMSAE property is normally to be used for UMSAE activities only.
- b. Personal use of UMSAE property is normally not permitted.
- c. Any property damaged/lost must be replaced at the expense of the Member who damaged/lost the property.
- d. Use of UMSAE property other than that listed above must be approved by the Chair and one other member of the Executive Council.
- e. NO UMSAE PROPERTY IS TO BE REMOVED FROM THE UNIVERSITY WITHOUT CONSENT OF THE CHAIR AND THE FACULTY ADVISOR.
- f. Breach of the above rules is grounds for expulsion from UMSAE

B. FACULTY OF ENGINEERING TRAILER

The Faculty of Engineering trailer is to be used ONLY for UMSAE purposes. In order for a team to use the Faculty of Engineering Trailer, the following procedure must be followed:

- a. The Chair or the Executive Committee must authorize the use of the trailer
- b. The Faculty Advisor must be informed of the pickup and return times of the trailer
- c. The individual must obtain the trailer keys from the Faculty Advisor
- d. The Member must clean the trailer prior to returning it to the designated parking area
- e. The keys must be returned to the Faculty Advisor at the earliest possible opportunity after returning the trailer.

IX. QUORUM

A quorum for a General Meeting will normally consist of 25 Members in Good Standing including at least one (1) representative from each team. At least six (6) Executive Committee officers must be present at an Executive or General meeting for a quorum.

X. COMPETITION

Only UMSAE members qualify to travel to competition. Some travel expenses will be covered if the Member travels with the Team. The extent of this funding will normally extend to transportation and hotel costs. Member's meals and other expenses will not be covered. Member's who do not meet their Membership Requirements as outlined above will have to pay to go to competition. The amount to be paid will be determined by the Executive Committee based on the availability of funds and the Member's contributions to fundraising and the operation of the Branch.

COMPETITION READINESS EVALUATION

Design Review

All UMSAE sponsored teams shall host a thorough design review to be scheduled no later than four months prior to their respective competition.

It is the responsibility of the team leader to contact the faculty advisor at least two weeks prior to a proposed review date to allow for arrangements such as time and location. Should a team be attending two competitions in one calendar year, all dates are referenced from the first competition the team is registered to attend.

Evaluation of the completeness of the designs and the design process shall be made by a committee consisting of the faculty advisor and invited faculty members. Failure to provide an adequate attempt at functional designs may result in the team's withdrawal from attending their competition based on the recommendations of the committee members but remains at the discretion of the faculty advisor.

Immediately after the review, the committee will meet with the team leader and discuss areas that need to be improved in addition to areas that are satisfactory. During this meeting the faculty advisor will, if necessary, provide adequate reasoning for the team to hold a second design review in an effort to improve the necessary criteria for a satisfactory design review. Should the competition review be deemed insufficient at that time, the team must host an updated competition review within three weeks for further consideration.

If a team does not show adequate improvement at the second review, it will be the decision of the faculty advisor to deem the team unfit to attend the particular competition(s).

Competition Review

All UMSAE sponsored teams shall host a thorough competition review to be scheduled no later than one month prior to their respective competition departure date.

It is the responsibility of the team leader to contact the faculty advisor at least two weeks prior to a proposed review date to allow for arrangements such as time and location. Should a team be attending two competitions in one calendar year, these dates are referenced from the first competition the team is registered to attend.

The competition review should present the materials and presentation for the design event, the sales presentation, cost report, any other event documents, as well as the overall readiness of the team and vehicle to attend competition. Only if the team's vehicle is fully prepared for competition will this include test results and functional demonstrations of vehicle performance and durability. Evaluation of the completeness of these criteria shall be made by a committee consisting of the faculty advisor and invited faculty members. Failure to provide adequate design and sales presentations and demonstrate the vehicle performance may result in the team's withdrawal from attending their competition based on the recommendations of the committee members but remains at the discretion of the faculty advisor.

Immediately after the review, the committee will meet with the team leader and discuss areas that need to be improved in addition to areas that are satisfactory. During this meeting the faculty advisor will, if necessary, provide adequate reasoning for the team to hold a second design review in an effort to improve the competition materials. Should the competition review be deemed insufficient at that time, the team must host an updated competition review within two weeks for further consideration.

If a team does not show necessary improvement at the second review, it will be the decision of the faculty advisor to deem the team unfit to attend the particular competition(s).

XI. GENERAL RULES

Violations of the following rules constitute unprofessional behavior:

- a. All offices and lab space is to be used for the UMSAE activities only except that UMSAE Members may use them for studying, resting, and eating as required
- b. The computers, printers, plotters, and copier shall be used for UMSAE business only. There shall be no of "personal" space on any of the computers.
- c. No Members, including Executive Officers, shall be allowed to store personal items in any UMSAE designated areas.
- d. All offices and lab space must be kept as tidy as possible. All Members are responsible for keeping the UMSAE spaces clean and tidy at all times.
- e. Flammable material, food and other volatile or perishable items shall be stored in accordance with University rules and/or hygienic practices.
- f. Keys for office spaces shall be held by designated Members only.
- g. Keys for the lab shall be held by Team Leaders and designated Team Members only.
- h. The designation of who shall have keys will be made by the Executive Committee.
- i. A personal injury waiver must be signed by all members when joining UMSAE. This waiver will relieve The University of Manitoba and UMSAE of the responsibility for any injury resulting from participating in any UMSAE events (eg. driving the vehicles) and operating the University of Manitoba and UMSAE equipment.

XII. ENACTMENT AND AMENDMENT

The Constitution may be enacted or amended by a two-thirds vote of members at a General Meeting. An amendment may be proposed by action of the Executive Committee or by petition signed by ten or more Members in Good Standing.

XIII. APPEALS

Appeals to any Executive ruling may be made to the Faculty Advisor and a third party (a Professional Engineer or an appropriate faculty member) in writing within one week of a ruling taking effect. In this case the Faculty Advisor, in consultation with the Third Party, will have final say.

We hereby testify these statements to be true to the best of our knowledge.

March 1, 2011

Malcolm Symonds, P.Eng.

UMSAE Faculty Advisor

Andrew Smith

UMSAE Chair